

CITY OF ST. ALBERT

BYLAW 20/2019

PUBLIC ART ADVISORY COMMITTEE BYLAW

A Bylaw to establish and define the functions of the Public Art Advisory Committee

WHEREAS the *Municipal Government Act*, R.S.A., 2000 c. M-26 provides that Council may pass bylaws to establish Council Committees and define their functions;
AND

WHEREAS City Council Policy C-CG-09 – Council Committees prescribes the use and standards pertaining to Council Committees; AND

WHEREAS Council wishes to establish a Council Committee to advise Council on issues relating to Public Art;

NOW THEREFORE, the Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

TITLE

1. This Bylaw may be referred to as the “Public Art Advisory Committee Bylaw”.

DEFINITIONS

2. In this Bylaw:

- a. “City” means the municipal corporation of the City of St. Albert, or where the context so requires, the area contained within the boundaries of the City of St. Albert;
- b. “Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the *Municipal Government Act* and pursuant to the Chief Administrative Officer Bylaw;
- c. “Committee” means the Public Art Advisory Committee established by this bylaw;
- d. “Council” means the municipal Council of the City of St. Albert;

- e. “Member” means a member of the Committee; and
- f. “Public Art” means original works of visual art in any media, which are the creative practice of artists and encompass the shared identity of the community of St. Albert – multidimensional and ever-changing. Public Art is acquired following the City Council Policy and is sited in the public domain.

ESTABLISHMENT

- 3. A Council Committee is hereby established and shall be referred to as the Public Art Advisory Committee.

MEMBERSHIP

- 4. Members shall be appointed annually by Council resolution.
- 5. The Committee shall consist of a minimum of five (5) and a maximum of nine (9) Members.
- 6. One Member of the Committee must be a member of Council.
- 7. At any given time, at least four Members shall have experience or expertise as one of the following:
 - a. visual artist;
 - b. art educator;
 - c. art administrator;
 - d. art historian;
 - e. art curator or conservator;
 - f. architect or landscape architect; or,
 - g. design professional.
- 8. All members shall be residents of the City except as waived under extraordinary circumstances in Councils’ sole discretion.
- 9. Members will receive no salary or honorarium for their voluntary services on the Committee. The City will reimburse any out of pocket expenses in accordance with the City’s policies.

TERMS AND VACANCIES

- 10. Members will be appointed for one (1) or two (2) year terms with a maximum of six (6) years of continuous service. Within the first year, appointments will be

made to stagger Members' terms. If a Member vacates their membership on the Committee during that Member's term, Council may appoint a replacement Member to serve for the remainder of the vacating Member's term.

NON-VOTING PARTICIPANTS AND ATTENDEES

11. One representative from the City's Community Services Department and one representative from the City's Planning Department shall attend regular Committee meetings and participate in discussions and debates, including any *in camera* sessions, and act as a resource and facilitator for the Committee, but may not make motions or vote on any issue before the Committee.

QUORUM, MEETINGS AND RULES OF PROCEDURE

12. A quorum of any Committee meeting shall be the majority of its Members.
13. At its first meeting of each calendar year Members shall:
 - a. designate one Member as chair, to act as the spokesperson for the Committee;
 - b. designate one Member as vice chair, to act in the chair's absence; and
 - c. establish a schedule and frequency for meetings of the Committee.
14. All meetings of the Committee shall be open to the public.
15. Public notice of meetings of the Committee shall be given by posting a notice on the City's website.
16. The CAO may attend any regular Committee meeting, including any *in camera* session, but may not debate, make motions, or vote on any issue before the Committee.
17. Any Member of Council may attend any regular Committee meeting, including any *in camera* session, but may not debate, make motions, or vote on any issue before the Committee.
18. The CAO shall provide the Committee with such administrative support as is reasonably required, in the CAO's sole discretion.
19. Minutes shall be taken at each Committee meeting and published on the City's website when approved by the Committee.
20. Members must follow the code of conduct attached to this Bylaw as Schedule A.

21. Except as otherwise provided in this Bylaw, rules governing the procedures of the Committee are as follows, listed in order of precedence:

- a. the *Municipal Government Act*, associated regulations, or other applicable legislation;
- b. this Bylaw;
- c. any rules of procedure for Committee meetings that have been adopted by the Committee;
- d. Committee terms of reference, if any;
- e. Council or CAO approved policies, procedures, and guidelines specifically applicable to the Committee, and;
- f. Robert's Rules of Order, Newly Revised.

COMMITTEE ROLES AND RESPONSIBILITIES

22. The Committee shall:

- a. Make recommendations to Council on a Council Policy on Public Art which shall include:
 - i. Objectives for the stewardship of public art;
 - ii. An Accession/Deaccession Plan;
 - iii. A Conservation/Maintenance Plan;
 - iv. A Use and Access Plan; and
 - v. A mechanism for funding Public Art.
- b. Make recommendations to Council on the allocation of funds from the Public Art Reserve;
- c. Develop a communication plan to educate the public about the benefits that Public Art brings to the community;
- d. Recommend strategies for Public Art as an integral component of the City strategic and business plans; and,
- e. The chair of the Committee shall report to Council once per year regarding:
 - i. The activities undertaken by the Committee during that year; and

- ii. Details on how the funds for Public Art have been used during that year.

23. The Committee may form sub-committees to manage specific issues referred to that sub-committee by the Committee.

EFFECTIVE DATE

24. This Bylaw comes into effect when it is passed.

READ a First time this____day of_____20_.

READ a Second time this__day of_____20__.

READ a Third time this____day of_____20_____.

SIGNED AND PASSED this____day of_____20_____.

MAYOR

CHIEF LEGISLATIVE OFFICER

SCHEDULE A – CODE OF CONDUCT

1. Members of the Committee must conduct themselves in a positive, respectable, friendly and law-abiding manner.
2. Committee meetings must be a safe place to speak openly, where each Member has a voice and is heard.
3. Members must be committed to attending meetings. In the event a Member fails to attend three consecutive meetings without prior approval by the Committee, that Member is disqualified from the Committee.
4. All members of the Committee shall abide by the *Freedom of Information Protection of Privacy Act*, R.S.A., 2000 c. F-25.
5. Committee Members shall comply with any additional requirements as outlined in any bylaw or Council Policy that sets out the conduct of Council Committee Members.